

Job Description  
*Missouri State Highway Patrol*

Class Title: Assistant Director - Budget and Procurement Division

Title Code: V00194

Effective Date: 07/30/96

Date Reviewed:

Date Revised: 12/27/04

**Immediate Supervisor:** Division Director

**Position Supervised:** None

**FLSA Classification:** Exempt

**Working Hours:** An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

This is supervisory and advanced professional accounting work. The employee is responsible for supervising and monitoring the Budget and Analysis Section of the department's Budget and Procurement Division. The Assistant Director may be responsible for the department's budget preparation and implementation, legislative process, internal auditing procedures, allocation monitoring, and accounting function. The Assistant Director may also oversee the unit charged with payroll processing, workers' compensation, health and life insurance, cafeteria plan administration, and federal grant administration. The employee is expected to make decisions and exercise independent judgment within the framework of established procedures. Direction is received from an administrative superior who reviews overall operation effectiveness and efficiency.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Gathers, analyzes, and tabulates budget requests from all troops and divisions; reviews prior fiscal year's budget and makes necessary adjustments; calculates annual longevity for members and radio personnel and incorporates computations into budget; obtains budget priorities from command staff and incorporates estimated expenses into budget; maintains budget data on Office of Administration Budget System per guidelines established by Budget and Planning; prepares and submits the department's budget to Department of Public Safety personnel; answers questions reference budget; makes modification to budget throughout legislative process; implements budget that is signed by the Governor; oversees personnel assigned to assist division and troop personnel in the administration of their budget.

Monitors the department's personal services allocations to ensure proper controls are in place and funds are expended for the intent in which they were granted; provides troubleshooting and problem resolution; allocates funds as needed; updates supervisor reference status of funds; makes recommendations and implements internal controls that would improve the system.

Reviews all bills introduced in the General Assembly to determine if there is potential impact on the Highway Patrol; oversees personnel assigned to forward bills with impact to the appropriate division; monitors daily schedule of hearings and keeps command staff apprised of hearings on bills of interest to the department; attends hearings and meetings; updates supervisor and command staff reference legislation status and viability; reviews legislation that has passed the General Assembly with special attention to any amendments that may have been attached to the original bill; prepares a recommendation reference signing or vetoing the bill; submits recommendation to Department of Public Safety personnel within a very short time frame.

Oversees personnel assigned to prepare fiscal notes and reviewing fiscal notes prepared by other department personnel; provides technical guidance in the preparation of fiscal notes; reviews and approves final draft of fiscal notes; incorporates fiscal notes in the budget requests if legislation is passed; maintains liaison with the Oversight Division of the Committee on Legislative Research.

Oversees the preparation of regular and supplemental payroll, administration of insurance benefits to active and retired employees, processing of worker's compensation claims, administration of the cafeteria plan benefits, and federal grant administration; periodically audits same to ensure department and applicable rules, regulations, policies, and procedures are being followed; provides troubleshooting and takes corrective action.

Provides data necessary for Commander, etc., to testify at legislative hearings; briefs individual prior to testimony; attends hearing in which department personnel are testifying to provide additional information, if needed.

Reconciles the Patrol Accounting System to the State of Missouri Accounting System.

Coordinates the use of the Missouri Automated Procurement System (MAPS).

Oversees the delegation, direction, coordination, processing, and monitoring of work assignments associated with assigned division personnel including, but not limited to, the Benefits/Grants Section.

Briefs division director on division activities to include budget, internal audits, appropriations, legislation, accounting matters, and any other areas of concern that could become public knowledge and/or involve legal ramifications for the department.

Collects data, generates statistical analysis, and prepares standard and ad hoc reports; reviews and edits reports prepared by subordinates for clarity and completeness; ensures the individual has properly completed and attached the appropriate forms; forwards reports to appropriate individual; prepares correspondence, reports, forms, etc.

Provides consultative and technical assistance to divisions, troops, and command staff in the use of funds, application of fiscal procedures, and installation of accounting systems.

Develops, implements, evaluates, and modifies internal procedures and systems reference financial records; discusses, reviews, and interprets policy revisions with division directors and other affected personnel; trains office personnel in the performance of new accounting procedures.

Serves as a technical expert and provides training in the areas of accounting and the legislative process.

Serves as a liaison with department personnel, state and federal grant office personnel, Office of Administration personnel, Governor's staff, and legislators.

Performs a variety of administrative duties (e.g., reviews employee time records and approves/disapproves leave; approves expense reports; handles personnel issues and problems associated with division personnel; conducts and attends meetings; serves on committees, as assigned; recommends personnel decisions to division director; prepares and conducts performance evaluations with assigned personnel).

Reviews requests for equipment, materials, and/or training by division personnel; makes recommendations to division director reference same and communicates decisions to affected personnel.

Attends workshops, meetings, conferences, and seminars to gather and share information with peers as well as learn about any new developments and/or trends in the areas of accounting, budget, and legislation.

Prepares diagrams, charts, graphs, and tables to be utilized as exhibits for reporting purposes.

Operates standard office equipment (e.g., personal computer, laptop computer, adding machine, telephone, copier, shredder, fax machine, typewriter, beeper, etc.).

Accommodates a nonstandard schedule during the legislative session and budget preparation.

Performs job-related travel, as needed.

Performs other related duties as assigned.

#### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Extensive knowledge of modern office practices, procedures, and equipment.

Extensive knowledge of the theory, principles, and practices of accounting, budgeting, and financial management.

Extensive knowledge of the principles of multiple funding source administration with differing fiscal years.

Extensive knowledge of the capabilities and uses of automated data processing systems in fiscal operations.

Working knowledge of the legislative process.

Working knowledge of the basic principles and practices of supervision.

Working knowledge of the department's payroll and benefit system administration.

Knowledge of the basic principles and practices of auditing.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to gather, assemble, correlate, and analyze facts and devise recommendations and/or solutions to problems.

Ability to prepare and administer the department's budget.

Ability to develop the department's legislative package and participate in the legislative agenda at the Capitol.

Ability to keep division director apprised of division activities.

Ability to utilize a variety of computer applications (e.g., AS/400, MULES, AmiPro, Approach, Lotus, Internet, Legislative Bill Tracking, etc.).

Ability to prepare reports and review reports prepared by subordinates for clarity and completeness.

Ability to monitor and adjust allocations.

Ability to oversee the accounting function of the division.

Ability to oversee the unit charged with payroll processing, administration of insurance benefits, processing of workers' compensation claims, and administration of cafeteria plan.

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Ability to serve as a technical expert and liaison.

Ability to develop, implement, evaluate, and modify internal procedures and systems.

Ability to perform a variety of administrative duties and operate standard office equipment as detailed under description of duties.

Ability to accommodate a nonstandard schedule, operate a motor vehicle, and perform job-related travel.

Ability to develop, install, and maintain accounting systems, procedures, and methods.

Ability to interpret complex statistical and financial information.

Ability to direct and supervise professional and technical personnel engaged in a variety of fiscal activities.

Ability to exercise judgment and discretion.

Ability to effectively communicate thoughts and concepts orally and in writing.

Ability to work independently.

Ability to plan, prioritize, and organize work effectively.

Ability to make decisions in accordance with laws, policies and regulations and apply these to work problems.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to establish and maintain effective working relations with all levels of Patrol personnel, other state agency representatives, outside agency representatives, etc.

Ability to handle several projects simultaneously with varying demands and deadlines.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

### MINIMUM EXPERIENCE, EDUCATION, AND TRAINING REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Graduation from an accredited four-year college or university with a bachelor's degree in accounting and possess at least four years of experience as an Accountant II or higher, or comparable experience.